

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3510

**TITLE:** EXTENSION AGENT

**GRADE:** S-18

**DEFINITION:**

Under general supervision, designs, plans and implements public education programs related to environmental science, urban horticulture, natural resource management, urban agriculture, home economics, family and home life management, child and family development, nutrition, financial and resource management, 4-H and youth development, in accordance with the Virginia Cooperative Extension mission, the U.S. Department of Agriculture, and cooperative state and local government agencies; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a full-performance level class.

**ILLUSTRATIVE DUTIES:**

Designs, develops and implements public education programs to address identified needs;  
Researches, designs and writes educational and technical publications, curriculums, press releases, videos and other support materials;

Instructs and advises individuals, groups, schools, County agencies, non-profit organizations, and businesses on issues of either: the environment, horticulture, natural resources and urban agriculture; or family management, individual and family nutrition, food safety, financial and resource management and other aspects of home life management; or various aspects related to youth development (pre-teen & teen), youth at risk and related problems applicable to urban communities;

Plans, develops, coordinates and implements seminars, workshops and conferences;

Plans, coordinates and conducts community events such as fairs, field days and demonstrations to disseminate educational information;

Develops and coordinates youth and adult organizations and other extension activities as determined by federal, state and County initiatives;

Reviews and keeps available current research information from

Virginia Polytechnic Institute, Virginia State University, United

States Department of Agriculture and other state and local government agencies to strengthen public education programs in the County;

Recruits, trains and manages volunteers to disseminate educational programs and information to the public;

Provides diagnostic and control recommendations to County residents with problems in and around the home, such as pest control and food safety, through direct consultation or written information;

Represents Department and County by serving on regional and state committees, boards and other organizations;

Provides civil assistance under declared states of emergency and assists County in receiving state and federal disaster relief in the event of a natural disaster;

Plans and conducts research and demonstration projects in the County such as turfgrass management, nutrient management, water quality, wetlands mitigation and composting in cooperation with Virginia Polytechnic Institute faculty and/or an agency of the federal government;

Coordinates and revises existing educational programs;

Makes educational presentations to civic and professional groups and organizations;

Represents the department at community events and meetings through educational programs;

Participates in all Virginia Cooperative Extension professional development training;

Fulfills Virginia Cooperative Extension programming and reporting system requirements and attends all state required meetings and conferences;

Secures and maintains any required certification of a state agency and/or an accredited professional organization required to carry out assigned job duties;

Provides technical and educational support to other County agencies' programs and ordinances;

Provides support to Virginia Cooperative Extension programs in surrounding counties in field of specialization;

Analyzes the County issues and priorities and writes proposals for grants in aid for various programs and/or activities in the County.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of urban agriculture, home economics and/or youth development and ability to give technical advice for solutions to problems in these areas;

Ability to plan, organize and schedule projects and program activities;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of groups and individuals.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's degree in agriculture, horticulture, home economics, environmental studies (ecology, natural resource management, etc.) or related field; PLUS

Two years of experience in extension or related work.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

Revised:

August 1, 1994